



JOHNS HOPKINS

BLOOMBERG SCHOOL
of PUBLIC HEALTH

**Guidebook
for Postdoctoral Fellows**

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WELCOME

I would like to welcome you to the Johns Hopkins Bloomberg School of Public Health on behalf of the administration, faculty and staff. You may be surprised to hear that you will be joining over 100 other postdoctoral fellows here at the School. This is an exciting time in your career as you transition from being a successful doctoral student to a more independent investigator.

Although you will quickly become absorbed in your own research, don't miss the opportunity to become part of the active, diverse research community of this School. Take chances and learn about something that is outside of your own graduate training. Postdoctoral work provides time to hone your knowledge and skills within your own research interests, but can be enormously enriched by opportunities to work across disciplinary boundaries that you may not even know exist.

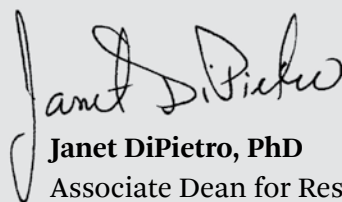
This period of your career should be innovative, productive, and busy but it is important not to become isolated from your peers. My office provides your membership into the Johns Hopkins Postdoctoral Association (JHPDA) which unites postdocs across the East Baltimore campus. You have access to all their activities which are more fully described in this guidebook. I urge you to take advantage of both personal and professional networking opportunities. A second key resource for you is offered by the Professional Development Office, also available to members of the East Baltimore Campus. They provide a wealth of activities that will be valuable to you ranging from grant preparation to career planning <http://pages.jh.edu/~pdo/>.

I strongly advise you to work with your mentor to develop an Individual Development Plan (IDP) and revisit it from time to time to enhance or revise. It is very easy to get caught up in the day to day of the whirlwind of daily life and it is important to keep your eye on your long term goals; IDP's can help you do this and remind you to focus on what is most important to you.

This guidebook compiles information that can help you make the most of your time here and as you transition to the next stage of your career.

You can also find additional information on our website: www.jhsph.edu/academics/postdoctoral-training/ including funding opportunities. Your department will also have resources tailored for postdoctoral fellows.

Please keep me informed about any problems that may arise and anything that I might do to enhance your experience at Hopkins. Enjoy!



Janet DiPietro, PhD

Associate Dean for Research & Faculty

Johns Hopkins Bloomberg School of Public Health



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

Broadway Research Building
733 N. Broadway, Suite 147
Baltimore, MD 21205
postdoc@jhmi.edu

WELCOME NEW POSTDOC!

ARE YOU NEW TO HOPKINS? ARE YOU NEW TO BALTIMORE?

IF YOU'RE FEELING A LITTLE LOST ABOUT POSTDOCTORAL LIFE, YOU'RE NOT ALONE.

THERE'S A WHOLE COMMUNITY OF POSTDOCS WHO CAN HELP YOU!

The Johns Hopkins Postdoctoral Association (JHPDA) is a volunteer organization run by Postdocs, for Postdocs. Whether you're looking to make some new friends, want to network, expand your career options, learn transferable leadership skills or simply have some fun, you can get all this and more by getting involved with the JHPDA! This information overleaf details some of our achievements and activities.

If you ever have any questions or concerns about your experience as a Postdoc at Johns Hopkins, please do not hesitate to either send us an email or attend one of our monthly meetings. These meetings are open to all Fellows. The meeting schedule, as well as useful information for Postdocs at all stages of their fellowship, can be found on our website, jhpda2.jhu.edu. You can also find us on Facebook (<http://facebook.com/jhpda>) or LinkedIn (search for "Johns Hopkins Postdoctoral Association").

JHPDA sends out regular email bulletins with information about upcoming events, opportunities and resources to School of Medicine, School of Nursing, and School of Public Health Postdoctoral Fellows.

We hope you have a happy and successful time at Hopkins!

Best wishes,
Your Johns Hopkins Postdoctoral Association
postdoc@jhmi.edu
jhpda2.jhu.edu



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

“ADVANCING SCIENCE BY HELPING YOUNG SCIENTISTS”

The Johns Hopkins Postdoctoral Association (JHPDA) was formed in 1992 and has been officially recognized by the University since 1994 making us one of the oldest Postdoctoral associations in the country. We serve approximately 1500 School of Medicine (SOM) and as of December 2012, approximately 200 School of Public Health (SPH) Postdoctoral Fellows. Membership is currently open to all Postdoctoral Fellows in the Johns Hopkins SOM and SPH; we are working towards increasing our membership coverage to School of Nursing (SON) Postdocs, as well. The association is run completely by the volunteered efforts of our own Fellows.

The JHPDA serves the Postdoctoral community in a number of ways. We focus on improving both the daily life and morale of Fellows, as well as long-term issues such as postdoctoral training, career development, and addressing changes in postdoctoral policy. Our main mission is to bring the interests and concerns of Fellows to the attention of the Johns Hopkins administration. We then work together to initiate constructive and mutually beneficial changes.

Some of the changes that the JHPDA has achieved for SOM postdocs:

- NIH-based minimum salary guidelines
- Health and dental insurance
- Creation of the Professional Development Office
- Adoption of formal Postdoctoral training guidelines

Some of the current issues the JHPDA is addressing:

- Increasing the visibility of the JHPDA, both across Schools and campus-wide
- Restructuring the organization and content of the JHPDA website (jhpda2.jhu.edu)
- Implementation of a Postdoc Award Program for research, innovation, public service, mentoring, advocacy, communication, and leadership
- Internship program to gain skills and experiences in jobs outside of academic research

The JHPDA also sponsors events to promote social integration, networking, and professional development of Postdoctoral Fellows throughout JHMI:

- Postdoc orientation to inform Postdoctoral Fellows of resources, benefits, and facilities (offered every two months; while organized by the JHPDA, the speakers are official university officials)
- Events for National Postdoc Appreciation Week
- Annual Postdoc Retreat in collaboration with the Homewood Postdoc Association
- Career development conferences, career workshops, and teaching programs in partnership with the Professional Development Office
- Social events throughout the year such as monthly happy hours, holiday events, a skiing trip, cultural outings, baseball games, and more
- Weekly newsletters and bulletins, written and edited by JHPDA members

Please feel free to contact us with any questions, comments, or concerns.

Johns Hopkins Postdoctoral Association

jhpda2.jhu.edu

postdoc@jhmi.edu



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

INTERESTED IN BECOMING AN ACTIVE MEMBER?

The JHPDA is a volunteer organization that helps the Hopkins Postdoc community on various fronts. We always welcome new ideas and are excited to have new members come on board! Any Postdoc can become a member of one or more of our committees (listed below). There is no minimum attendance; any level of contribution is welcome and greatly appreciated!

If you are interested in participating in these committees, please contact the committee chairs listed below.

- **Professional Development Committee:** Organizes events for postdoc professional enhancement, including career information seminars and workshops. Promotes the development of professional skills for academic and non-academic (including industry, policy, and government) careers. Works closely with the JHMI Professional Development Office (PDO) to arrange speakers and panel discussions.
Committee Co-Chairs: Jineta Banerjee (jbanerj1@jhmi.edu) and Xiang Xu (xiangxu@jhu.edu)
- **International Committee:** Caters to the needs of international Postdocs. Organizes useful resources for International Postdocs, including a visa information session, information on settling into life in the US, and international-themed networking and social events.
Committee Co-Chairs: Anders Josefsson (ajosefs1@jhmi.edu) and Beth Zucconi (bethzucconi@yahoo.com)
- **Media & Communications Committee:** Organizes the artful dissemination of information about JHPDA events and resources. Creates the weekly email bulletin and manages the JHPDA's online presence, including the website and social media sites (Facebook, LinkedIn, and Twitter).
Committee Co-Chairs: Anna Blice-Baum (abliceb1@jhmi.edu) and Pankhuri Vyas (pankhuri.jhu@gmail.com)
- **Socials Committee:** Organizes social events for networking and social interactions away from work. In many ways, Socials represent the 'face' of the JHPDA as these events are often times the first way that Postdocs come into contact with the JHPDA. Activities range from happy hours at various locations on shuttle routes around the city, to whitewater rafting & ski trips, to nights out at the symphony. Socials and Internationals frequently collaborate on international-themed social events.
Committee Chair: Justin La Favor (jlafavo3@jhmi.edu)
- **Policies & Advocacy Committee:** Advocates and works with the university to resolve problems affecting the postdoctoral training experience. A bridge of communication between the postdoctoral community, representatives of the University Health System, the School of Medicine, and the Dean of Postdoctoral Affairs. Organizes the bimonthly Postdoc Orientation and annual events such as, "Speak out for Science" and the "JHPDA Annual Survey."
Committee Chair: Jacqueline Brosnan-Cashman (jbrosna1@jhmi.edu)



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

INTERESTED IN BECOMING AN ACTIVE MEMBER?

- **Diversity Postdoc Alliance Committee:** DPAC is an interdisciplinary and postdoc-run sub-committee of JHPDA dedicated to enhancing the academic, professional, and social development of underrepresented individuals in higher education by systematically identifying and addressing their needs and concerns. Committee Co-Chairs: Stanley Andrisse (sandris2@jhmi.edu) and Dionna Williams (dwill201@jhmi.edu)

If you have any questions, or would prefer to be involved on an event-by-event basis, please contact the JHPDA at postdoc@jhmi.edu.

Best regards,

Your 2014-2016 JHPDA Co-Presidents

Stanley Andrisse (sandris2@jhmi.edu) and Rohan Gupta (rgupta36@jhmi.edu)



The Professional Development Office of the Johns Hopkins Medical Institutions serves students, fellows, and junior faculty in the Schools of Medicine, Nursing and Public Health.

Our services for students include:

- Weekly e-newsletter
- Free course: Your Research Career
- Including Funding, Publishing, Presenting, and Leadership Topics
- Workshops on CV writing, resume writing, networking, interviewing and more
- Travel Award
- Teaching Fellows in collaboration with local universities
- Employer information sessions
- Student and postdoc pages on our Web site
- Panels and speakers covering a wide range of scientific career paths

Individual consultation to discuss:

Fellowships and grants, career planning, job search strategies, mock interviews, etc.

Stop by or contact us:

JHMI Professional Development Office
1830 E. Monument, Suite 2-107
410-502-2804
Check the PDO Calendar of events

Pat Phelps, Ph.D., Director
Gaelle F. Kolb, Ph.D., Assistant Director
Brittini Griffin, Administrative Coordinator



NEW POSTDOCTORAL FELLOWS “TO DO” LIST

■ Complete the Postdoctoral Fellows Application

www.jhsph.edu/admissions/postdoc_info/index.html

- Any international or permanent resident arriving at The Johns Hopkins University to participate in a postdoctoral experience **MUST** check in with the International Services Office upon arrival, 1620 McElderry Street, 1st Floor Reed Hall (410-955-3371)

■ ID Badge

- Pick up ID Badge request form from Records & Registration, Wolfe Street E1002, which provides verification of postdoctoral status and will allow “Postdoctoral Fellow” and degrees on your ID badge.
- Go to ID Office, Nelson 106 (Hospital).
- Restricted Access – If your postdoctoral fellowship requires access to card key restricted areas (i.e. animal research areas), see your departmental administrator for a Card Access System Request form and procedures for acquiring the appropriate approval signatures.

■ Registration/Tuition

- All postdoctoral fellows must register for Postdoctoral Research each term during the regular academic year (\$200/term) and are obliged to follow all the general academic and administrative policies that apply to degree candidates at the School.
- A postdoctoral fellow may also register to take any didactic course for credit as long as the total of accumulated and registered credits is less than 16. Each term’s registration should include postdoctoral research in the student’s department (XXX.830)
- Postdoctoral fellows may not enroll in any of the School’s degree programs.
- There is no limit to the number of courses a fellow may audit.
- Student WEB Services
<https://isis.jhu.edu/sswf/> - provides students and postdoctoral fellows with access to update address information, register for courses (or postdoctoral research), confirm schedules and view grades.

INSURANCE

SUMMARY OF BENEFITS FOR FULL TIME POSTDOCTORAL FELLOWS AS OF JULY 1, 2015

The following summarizes the benefits available to the Johns Hopkins Bloomberg School of Public Health Postdoctoral Fellows:

I. HEALTH INSURANCE

The Student Health Program (SHP) is administered by the Johns Hopkins Employer Health Program (EHP), and provides medical coverage for the postdoctoral fellow, spouse or same-sex domestic partner, and dependent children through the age of 25. The Plan includes well-child and pediatric care, and prescription drugs. The insurance has a plan year deductible of \$100 per person and \$300 per family. The out-of-pocket maximum coinsurance is \$3,000 per person and \$9,000 per family.

Enrollment must take place within 30 days of appointment. Open enrollment can be made during the month of July. Open enrollment period or as a result of a “life event” provided application is made within 30 days of the qualifying event.

There is no cost to the postdoctoral fellow for individual enrollment in the SHP. Coverage for eligible dependents is available at an additional cost, which will be billed to the fellow’s student account. Rates for the various plans can be found at www.jhsph.edu/offices-and-services/student-affairs/resources/student-insurance/student-health-plan.html.

II. UNIVERSITY HEALTH SERVICES (UHS) (Effective the date of appointment.)

All full-time postdoctoral fellows are enrolled in University Health Services. Enrollment in UHS provides access to adult primary care (UHS will assign a primary care provider) and adult outpatient mental health services. Spouses/domestic partners enrolled in the SHP may also access UHS services without payment of an additional health fee as their visits will be billed to the SHP by UHS. Spouses/same-sex domestic partners not enrolled in SHP do not have access to UHS. The UHS Health Center is located at 933 N. Wolfe Street; and their website is <http://www.hopkinsmedicine.org/uhs/>.

III. UNIVERSITY MENTAL HEALTH SERVICES (UMHS) (Effective the date of appointment.)

University Mental Health is part of UHS and offers a confidential source for postdoctoral fellows seeking outpatient mental health services. Spouses/domestic partners enrolled in the SHP may also utilize UMHS without payment of an additional health fee as their visits will be billed to the SHP by UHS. Services are rendered by physicians and professional staff of the Johns Hopkins Psychiatry Department. Spouses/same-sex domestic partners not enrolled in SHP do not have access to UMHS.

IV. ADULT VISION EXAM THROUGH WILMER INSTITUTE (Effective the date of appointment.)

One comprehensive eye exam/contact lens evaluation per plan year is provided by the Wilmer Institute Comprehensive Eye Service. Appointments can be made at any one of 6 Wilmer sites.

V. FACULTY & STAFF ASSISTANCE PROGRAM (FASAP) (Effective date of appointment.)

The FASAP program is available to fellows and their immediate families. Services include identification, assessment and diagnosis of personal problems, referral to appropriate service or treatment resources; brief counseling, preventive and educational sessions, and support and discussion groups.

VI. DENTAL PLAN (Coverage effective the first of the month following the date of appointment.)

Fellows are provided a basic CareFirst BlueCross BlueShield dental plan with a co-payment requirement for services rendered. This benefit is available at no cost to the fellow and is not available to spouse/domestic partner and/or children.

VII. LONG TERM DISABILITY INSURANCE (Group component is effective the date of appointment; the individual component effective date is based on the date the application is completed.)

Johns Hopkins provides long term disability insurance through UNUM at no cost to the postdoctoral fellow. The plan has two components: group coverage and individual coverage. Enrollment in the group component does not require an application and is effective coincident with your date of appointment as a fellow. An enrollment form is required for the individual component and the effective date is determined by completion date of application. The individual component is subject to UNUM underwriting approval. Details of the plan will be mailed approximately six weeks after your enrollment form is received.

- A. The benefit is \$2,250 per month for the group policy plus \$750 per month if the individual policy is applied for an approved by the carrier.
- B. Benefits are payable after the 90th day of your disability.
- C. The individual policy can be maintained (and increased) by you after you leave Hopkins by the continuation of premium payments.

VIII. LIFE INSURANCE (Fellow only – Coverage is effective date of appointment. No enrollment form required; completion of beneficiary form required.)

Johns Hopkins provides a \$100,000 group term life policy as part of this benefit package. The policy is underwritten by UNUM Life Insurance Company of America. Internal Revenue Service regulations (IRC section 79) provide exclusion for the first \$50,000 of group term life insurance coverage. The imputed cost of coverage in excess of \$50,000 must be included in income and will be reflected on your payment statements. This will appear on your payment statement under the heading Non Cash Earning-GTLI Taxable Income. Depending upon your age, your semi-monthly statement will reflect an additional \$1.50 - \$6.00 of income on which tax will be levied. Failure to designate a beneficiary can result in tax liability to your estate.

IX. RETIREMENT PLAN 403(b)

The Johns Hopkins University has a voluntary retirement plan for postdoctoral fellows. This plan allows you to voluntarily tax shelter a portion of your taxable income received as compensation (i.e. salary/wages). That portion of income received from a grant in the form of fellowships (stipends) is excluded from 403(b) eligibility. Any contribution you make is unmatched by the University. The minimum voluntary contribution is \$15 per month and may not exceed \$18,000 for 2015. The maximum is subject to change by the IRS annually. The effective date of your participation will be the first day of the month after the Office of Benefits Services receives all appropriate enrollment forms.

Enrollment forms are available online at: http://benefits.jhu.edu/documents/SRA_Residents_Interns_Postdocs.pdf.

For more information, please visit University website for more information: <http://benefits.jhu.edu/retirement/deferral.cfm>

Descriptions of the benefit plans will be distributed with membership cards and insurance certificates. The benefits described herein are for the 2014-15 academic year. Benefit plans and associated costs are reviewed annually and are subject to modification.

■ Parking

- Postdocs may register for parking at the Student Affairs office, Wolfe Street E1002 (Shaina Norvell; snorvell@jhspk.edu; 410-502-9324)
<http://www.jhspk.edu/SupportServices/ParkingandTransportation/parking.html>

■ Stipend/Salary Payments

- See your departmental payroll coordinator to complete the necessary forms to start your stipend/salary payments
- Stipend payments will not have taxes withheld; consult with a tax advisor and consider filing quarterly income tax
- Questions about your tax liability should be addressed to the University Tax Office (443-997-8688 or tax@jhu.edu)

■ Vacation Time

- Vacation time and other days off need to be discussed with your mentor or the head of your training program

■ E-mail Account

- Postdoctoral fellows whose training begins with the new academic year in September automatically receive jhu.edu e-mail accounts. Questions about the e-mail services can be addressed to Information Systems' User Services staff during orientation.
- Postdoctoral fellows who begin their training at other points during the academic year should contact User Services, Wolfe Street W3014 (410-955-3781), or visit the website: <http://www.jhspk.edu/IS/>

■ Required Training for Postdoctoral Fellows

- Research Ethics/Responsible Conduct of Research – any postdoctoral fellow supported by an NIH training grant must complete training in the responsible conduct of research delivered via an in person course taken once during your postdoctoral tenure. This would include funding on F32's and a number of other types of awards (consult NIH NOT-OD-10-019 for a complete list at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). However, you do not need to take an in person course if you are funded by a grant that is not a training grant (e.g., by a PI's R01). Courses that fulfill the in-person requirement are:
 - 306.665: Research Ethics and Integrity: U.S. and International Issues; and
 - 550.600: Responsible Conduct of Research (eligibility restricted to individuals with funding mandate)

*If your funding source does not require in person training, the following on-line course is recommended:
550.860 - Academic & Research Ethics*

- **Bloodborne Pathogens** - All faculty, postdocs, students and staff with exposure to human or animal bloodborne pathogens will be entered in the Bloodborne Pathogen Exposure Control Program. Training is required when hired or before starting work with bloodborne pathogen-containing materials and annually thereafter. For information about training, call Health Safety and Environment (410-955-5918).
- **Radiation Safety** - All faculty, postdocs, students, and staff who use radioactive isotopes or handle animals (or their cages or bedding) that have been treated with radioactive isotopes must attend a Radiation Safety training session. For information about training, call Radiation Safety (410-955-3710).
- **IACUC** (Institutional Animal Care and Use Committee)
 - Training Module: <https://secure.lwservers.net/> (Courses, Research Compliance Training Courses, Animal Care and Use)
- **Human Subjects Training Module**
 - All investigators (faculty, postdocs, students, and staff) must complete the training program (CITI) modules required by the School before submitting a research protocol for review. More information is provided in the links described below.
 - SPH training module: <https://citiprogram.org>
- **Research Project Approvals** – All research protocols involving animals or humans must be approved by the appropriate review committee. IACUC (Institutional Animal Care and Use Committee) - <http://www.jhu.edu/animalcare/>
 - Reed Hall B122 (443-287-3738)
- **IRB** – Institutional Review Board: www.jhsph.edu/irb

• **Wolfe Street E1100** (410-955-3193)

Postdocs cannot serve as PIs on IRB submissions, so your mentor or other JHSPH faculty member must submit the protocol using our electronic system called PHIRST. Detailed information about the JHSPH IRB process can be found in a student/postdoc manual available either in the IRB office or on-line at: http://phirst.jhsph.edu/sph/Doc/0/GOCPPJLJA5Q474RNOP8CKS3C65/Student%20Manual_V8_18Jun09_Final.pdf

POSTDOCTORAL FELLOWS COMPLETION CHECKLIST

- Request a “Postdoctoral Fellowship Certificate” from the School through your Departmental Academic Coordinator

- Join the Johns Hopkins University Alumni Association - <http://www.jhsph.edu/alumni/>
 - Forward your e-mail by establishing an alumni e-mail alias
<https://apps2.jhsph.edu/alumniemailalias/>

- Terminate health and/or dental insurance with Student Accounts and Business Services, Wolfe Street W1101 (410-955-5725)

Turn in your ID Badge and your keys to your Departmental Administrator

JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH

PARENTAL LEAVE POLICY FOR GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

Effective July 1, 2009

Policy

Graduate students and postdoctoral fellows at the Johns Hopkins Bloomberg School of Public Health may request parental leave following the adoption or birth of a child. Parental leave applies to either parent. If both parents are graduate students and/or postdoctoral fellows in the School, both may request simultaneous parental leave.

This policy covers graduate students and postdoctoral fellows who, at the time of request for the leave, are receiving stipend support from a training grant, departmental funds, Sommer Scholarship or other School scholarships. The policy also applies to graduate students receiving wages for work that is directly related to their dissertation/thesis; postdoctoral fellows receiving either stipends or wages for work that is directly related to their research training are also covered by this policy. Graduate students receiving wages for other types of employment or federal work-study are not covered under this policy. They may take unsupported leave.

Provisions

Parental leave shall include sixty calendar days of stipend/salary support* and health insurance coverage. Stipend and health insurance support during parental leave will not be granted to those individuals who do not have such support provided to them at the time of the request for leave.

Graduate students and postdoctoral fellows who receive loans must comply with his/her loan payback requirements.

Any leave requested longer than one term or sixty calendar days must be approved by the graduate student's or postdoctoral fellow's department and will be considered unsupported leave.** Insurance premiums during unsupported leave will be the responsibility of the graduate student or postdoctoral fellow. However, the department, at its discretion, may continue to support the student or fellow, including providing for insurance premiums, if other funds are available.

The leave begins on the day the graduate student or postdoctoral fellow is no longer fully engaged in their professional and academic activities and, to the extent possible, should be requested in advance of a birth or adoption. Retroactive requests (more than one week after the leave has begun) cannot be granted.

Procedures

1. A graduate student or postdoctoral fellow should notify the department at the earliest date possible of the intent to utilize the parental leave policy. The department is responsible for updating the payroll and tuition payment systems.
2. If the leave begins mid-term, the graduate student or postdoctoral fellow shall receive the grade of "Incomplete" for all courses begun during that term. The graduate student or postdoctoral fellow will then be considered on leave of absence for the following term and is expected to officially change her/his registration status to "Leave of Absence." The graduate student or postdoctoral fellow is responsible for making arrangements with each instructor to resolve a grade of incomplete; an incomplete grade, if unresolved, will become "F" after 120 days.

JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH
PROBATION, SUSPENSION AND TERMINATION POLICY FOR POSTDOCTORAL FELLOWS

Effective September 1, 2015

The goal of postdoctoral training is to bridge the supervised research that typically occurs during doctoral training as individuals transition to full independence as investigators during a period of faculty mentorship. Faculty members who mentor and supervise postdoctoral fellows are expected to state their expectations clearly and have on-going and open communication regarding performance and expectations. However, when problems arise, the Johns Hopkins Bloomberg School of Public Health recognizes the prerogative of faculty members to dismiss postdoctoral fellows. However, it is also our policy to employ procedural fairness in all matters which may lead to probation, suspension or termination of postdoctoral fellows. In the interests of all concerned parties the following procedure is to be followed whenever a postdoctoral fellow's performance or conduct requires that action be taken.

Procedure:

1. If a supervising faculty mentor is dissatisfied with the performance of a postdoctoral fellow, the concerns should be raised in a formal meeting to convey the concern(s) and identify a solution(s), followed by written documentation of the meeting. The presence of at least one other individual at such meetings is recommended.
2. In advance of formal academic or disciplinary action, including termination, the supervising faculty member should have written documentation of the dates and nature of all verbal warnings and other communications provided to postdoctoral fellows whose performance or conduct fails to meet expected standards.
3. Postdoctoral fellows should be provided with either verbal and/or written communication regarding these concerns and have an opportunity to respond to them.
4. If, after a reasonable time the postdoctoral fellow fails to demonstrate satisfactory performance, the faculty member may elect to place the postdoctoral fellow on probation, suspend, or terminate their appointment. That information should be conveyed in a letter provided to the postdoctoral fellow at a meeting or mailed with confirmation of receipt. The department chair should be notified prior to this action and agree to the terms; if the department chair is the supervisor of the postdoctoral fellow, the pending action should be communicated to the Associate Dean for Research & Faculty.
5. If an offense is so serious that it poses immediate and serious danger to faculty, staff, other trainees or to the institution, immediate suspension prior to procedural review is appropriate.

6. The letter provided to the postdoctoral fellow should provide a specific statement to the as to the action to be taken (i.e., probation, suspension or termination) and its effects on salary and benefits. A decision to suspend or place a postdoctoral fellow on probation should clearly outline the terms of the probation/suspension and the requirements and timeline that must be met for rescinding the probation/suspension.
 - a. In cases of termination, salary and fringe benefits will terminate as of the effective date. Health insurance coverage may be maintained under COBRA options so as to provide continuous health care insurance coverage, in which case the postdoctoral fellow is responsible for all premiums.
 - b. Probation or suspension may be imposed with or without pay. If with pay, health insurance coverage will be continued during the period of suspension; if without pay, the postdoctoral trainee will be responsible for the full premium of the health insurance during the suspension period.
7. When applicable, postdoctoral fellows are responsible for understanding implications of probation, suspension or termination on their visa status, if any.
8. The postdoctoral fellow may appeal the decision for probation, suspension or termination to the department chair (or to the Associate Dean for Research & Faculty if the department chair is the supervisor), in writing, within 2 weeks of the action.

EXECUTION OF THE IDP PROCESS

... for Postdoctoral Fellows

Step 1. Conduct a Self-Assessment:

- Assess your skills, strengths and areas which need development. Formal assessment tools can be helpful. (Examples can be found in Resources: Self Assessment at the end of this document).
- Take a realistic look at your current abilities. This is a critical part of career planning. Ask your peers, mentors, family and friends what they see as your strengths and your development needs.
- Outline your long-term career objectives. (For useful information see Resources: Career Opportunities at the end of this document). Ask yourself:
 - What type of work would I like to be doing?
 - Where would I like to be in an organization?
 - What is important to me in a career?

Step 2. Survey Opportunities with Mentor:

- Identify career opportunities and select from those that interest you.
- Identify developmental needs by comparing current skills and strengths with those needed for your career choice.
- Prioritize your developmental areas and discuss with your mentor how these should be addressed.

Step 3. Write an IDP:

The IDP maps out the general path you want to take and helps match skills and strengths to your career choices. It is a changing document, since needs and goals will almost certainly evolve over time as a postdoctoral fellow. The aim is to build upon current strengths and skills by identifying areas for development and providing a way to address these. The specific objectives of a typical IDP are to:

- Establish effective dates for the duration of your postdoctoral appointment.
- Identify specific skills and strengths that you need to develop (based on discussions with your mentor).
- Define the approaches to obtain the specific skills and strengths (e.g., courses, technical skills, teaching, supervision) together with anticipated time frames.
- Discuss your draft IDP with your mentor.
- Revise the IDP as appropriate.

Step 4. Implement Your Plan:

The plan is just the beginning of the career development process and serves as the road map. Now it's time to take action!

- Put your plan into action.
- Revise and modify the plan as necessary. The plan is not cast in concrete; it will need to be modified as circumstances and goals change. The challenge of implementation is to remain flexible and open to change.
- Review the plan with your mentor regularly. Revise the plan on the basis of these discussions.

EXECUTION OF THE IDP PROCESS

... for Mentors

Step 1. Become familiar with available opportunities.

By virtue of your experience you should already have knowledge of some career opportunities, but you may want to familiarize yourself with other career opportunities and trends in job opportunities (refer to sources such as National Research Council reports and Science career reviews; see also Resources: Career Opportunities at the end of this document).

Step 2. Discuss opportunities with postdoctoral fellow.

This needs to be a private, scheduled meeting distinct from regular research-specific meetings. There should be adequate time set aside for an open and honest discussion.

Step 3. Review IDP and help revise.

Provide honest feedback - both positive and negative - to help postdoctoral fellows set realistic goals. Agree on a development plan that will allow postdoctoral fellows to be productive in the laboratory and adequately prepare them for their chosen career.

Step 4. Establish regular review of progress.

The mentor should meet at regular intervals with the postdoctoral fellow to assess progress, expectations and changing goals. On at least an annual basis, the mentor should conduct a performance review designed to analyze what has been accomplished and what needs to be done. A written review is most helpful in objectively documenting accomplishments. (An example is provided as an attachment • this can be modified to fit the needs of the postdoctoral fellow and mentor).

CAREER SERVICES

Director: **Betty H. Addison, MS**
baddison@jhsph.edu

Johns Hopkins Bloomberg School of Public Health
Career Services Office
2017 East Monument Street

Phone: 410-955-3034
Fax: 410-502-9809
E-mail: careers@jhsph.edu
Website: www.jhsph.edu/Student_Affairs/career/

Services Include:

- Career planning and job search assistance
- Career development forums, workshops, seminars
- e-Recruiting job connection program
- Mock interviews

DISABILITY SUPPORT SERVICES

Director: **Betty H. Addison, MS**
baddison@jhsph.edu

Johns Hopkins Bloomberg School of Public Health
2017 East Monument Street

Phone: 410-955-3034
Fax: 410-502-9809
E-mail: dss@jhsph.edu
Website: www.jhsph.edu/Student_Affairs/disability/

Services Include:

- Accommodations for documented disabilities

FUNDING OPPORTUNITIES

Contact: **Jennifer Moessbauer, Administrative Manager**
jmoessbauer@jhspH.edu

Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe Street, W1033

Phone: 410-955-3257

Fax: 410-614-7871

Website: www.jhspH.edu/offices-and-services/funding-opportunities

Services Include:

- Funding databases
- Interpretation of program announcement guidelines/eligibility
- Proposal preparation assistance (administrative components only)

SOURCE

Serving the Johns Hopkins University
Schools of Medicine, Nursing and Public Health

SOURCE (Student Outreach Resource Center)

2017 East Monument Street

(1/2 block from JHSPH Wolfe St. building, on the way to the NE Market)

Phone: 410-955-3880
Fax: 410-502-2736
E-mail: source@jhspsh.edu
Website: www.jhspsh.edu/source

SOURCE (Student Outreach Resource Center) was founded by the three Schools on the Johns Hopkins Medical Institutions campus—Medicine, Nursing and Public Health—in January 2005 to realize the need for a single interdisciplinary community service and service-learning center that could coordinate community involvement activities and reduce duplication of effort and services. **SOURCE** has a particular, but not exclusive, focus on East Baltimore neighborhoods near the Johns Hopkins Medical Institutions.

Mission:

SOURCE provides academic, professional and personal development opportunities for the members of the JHU Schools of Medicine, Nursing, and Public Health through community outreach and service-learning partnerships with community-based organizations.

Services include:

- Personal advising for individuals from the JHMI community and student organizations
- Listings of community involvement opportunities and service organizations in Baltimore
- Assistance with planning, advertising, and evaluating community service events
- Monthly Community-Based Organization (CBO) seminar series (view the directory of CBOs on our website)
- **SOURCE**'s Weekly Service Scoop delivered electronically every Tuesday – lists the latest involvement opportunities (subscribe by emailing source@jhspsh.edu)
- Information on opportunities for community involvement, including special studies, capstones, internships, federal work-study, and volunteer positions
- Programs on the history of East Baltimore, including community tours

LIBRARIES

Lilienfeld Library

A full-service library, primarily serving the Bloomberg School of Public Health.

Location: 624 North Broadway, 9th Floor
Phone: 410-955-3028
Fax: 410-955-0200
Website: www.welch.jhu.edu/about/lil.html

William H. Welch Medical Library

The collection of the William H. Welch Medical Library is shaped by the Library's mission: "To provide the Johns Hopkins Medical Institutions and affiliates with information services that advance research, teaching, and patient care."

The library collects current scholarly information, in print and electronic formats, which supports the research, clinical, administrative, and educational needs of its clients. The collection covers health, the practice of medicine and related biomedical and allied health care disciplines, nursing, research literature, methodological literature, reviews or state-of-the-art reports, and in-depth, authoritative analyses of areas influencing biomedicine and health care. The library's Welch Gateway provides access to a variety of electronic health-related files including MEDLINE, HealthSTAR, CINAHL, PsycINFO, CANCERLIT, etc. In addition, the library supports a number of electronic journals, accessing them remotely on the worldwide web and providing full-text locally for approximately 1,400 titles.

Location: 1900 East Monument Street
Phone: 410-955-3410
Website: www.welch.jhu.edu/

Sheridan Libraries - The Sheridan Libraries encompass the Milton S. Eisenhower Library and its collections at the Albert D. Hutzler Reading Room in Gilman Hall, the John Work Garrett Library at Evergreen House and the George Peabody Library at Mt. Vernon Place. The mission of the Sheridan Libraries is to advance research and teaching at The Johns Hopkins University by providing information resources, instruction, and services. The School of Arts and Sciences, the Whiting School of Engineering, and the School of Continuing Studies comprise the library's primary constituency. The libraries also serve as a university-wide resource supplementing the collections of the independently-administered libraries serving the University's other schools.

Location: 3400 North Charles Street
Phone: 410-516.8335
Website: www.library.jhu.edu/index.html

INTERNATIONAL SERVICES

Director: **Jennifer L. Kerilla**, fdamiba1@jhmi.edu
Associate Director: **Florence C. Damiba**, jkerill1@jhmi.edu

The Johns Hopkins Medical Institutions
1620 McElderry Street
Reed Hall, 1st Floor

Phone: 410-955-3371
Fax: 410-955-0871
Website: www.hopkinsmedicine.org/intlsvcs/

Services include, but are not limited to:

- Initial entry to the United States
- Work authorization
- Reinstatement to legal status
- Transfers to/from JHMI
- Extensions of stay
- Changes of visa status
- Travel authorization / re-entry to the U.S.
- Accompanying dependents' issues

JHMI INTERNATIONAL SOCIETY

International Society Advisor: **Dacia Gauer**, internationalsociety@jhmi.edu

The Johns Hopkins Medical Institutions
1620 McElderry Street
Reed Hall, 1st floor

Phone: 410-955-3370
Website: www.hopkinsmedicine.org/intlsvcs/jhis/index.asp.htm

The Johns Hopkins International Society (JHIS) welcomes international postdoctoral fellows, house staff, graduate students, faculty and family members, as well as interested Americans to join our activities. The JHIS was formed more than 45 years ago to promote international good will and to welcome Hopkins internationals to our community. Membership is free and open to all Hopkins affiliates.

A bimonthly newsletter, *The Global Connection*, is published on the JHIS website.

The newsletter notes upcoming events, as well as items of interest to the international community.

The JHIS office is available to assist with information about housing, child care, schools, automobiles and driver's licenses, studying English and other items necessary to adjusting to life in Baltimore.

FACULTY AND STAFF ASSISTANCE PROGRAM/STUDENT ASSISTANCE PROGRAM

(FASAP/SAP)

Associate

Director: **Deborah Hillard, Psy.D.**
FASAP & SAP

East Baltimore Campus
550 N.Broadway
Suite 403

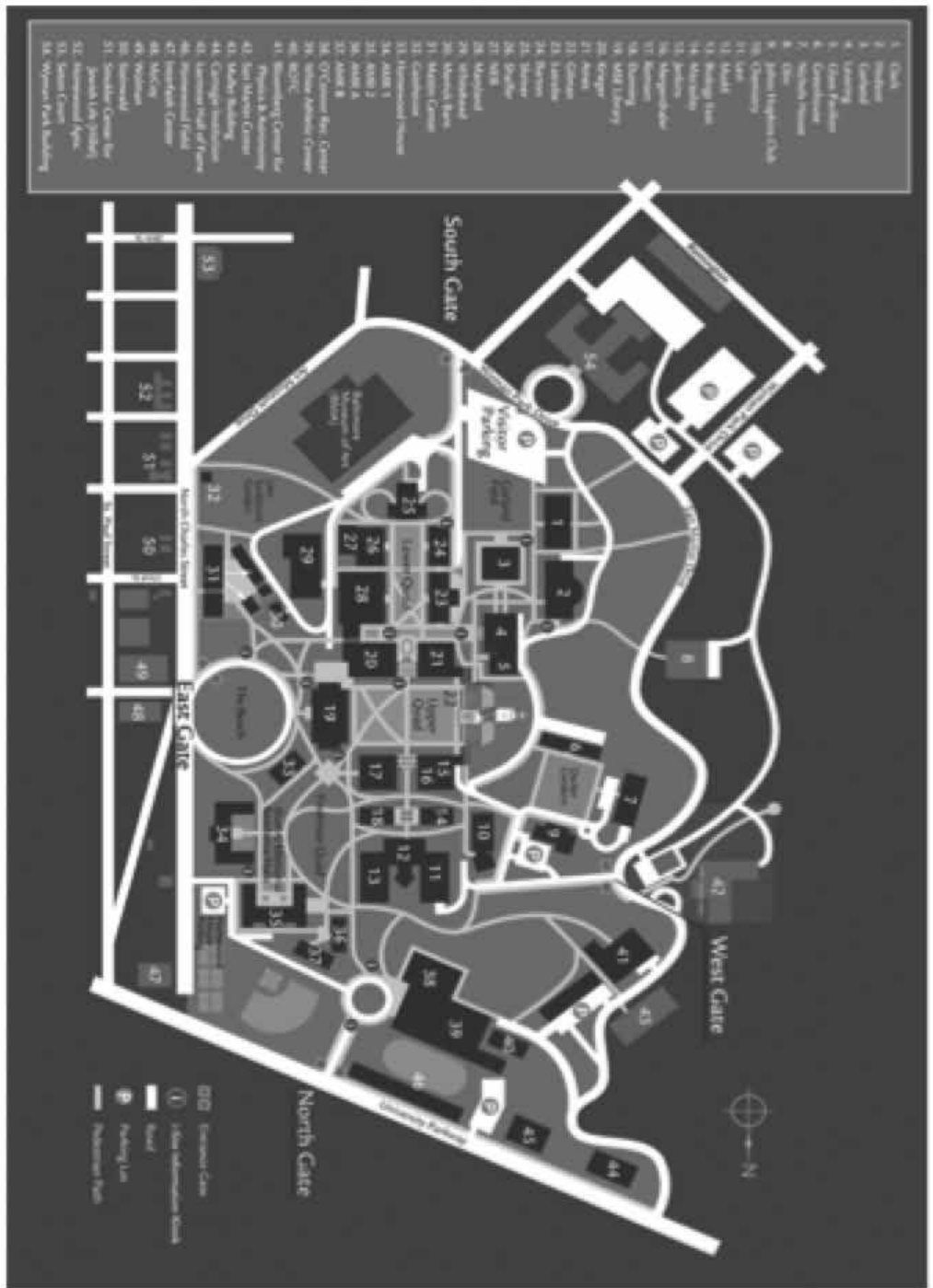
Phone: 443-287-7000

E-mail: dhillard@jhu.edu

Website: www.jhu.edu/~hr1/fasap/BSPHsap.html

Everyone, on occasion, is challenged by personal problems and issues. These may include family or relationship issues, work-related problems, the death of someone close, concerns about drugs or alcohol, stress, depression, or an array of other personal challenges.

SAP services are private and confidential, in accordance with state law and University policies. All registered Johns Hopkins Bloomberg School of Public Health students are eligible for SAP services, and there is no cost to students for utilizing SAP services. There may be fees associated with the other services and resources to which you may be referred, though your health insurance usually defrays the cost of such care.



ROOM NUMBERING SYSTEM

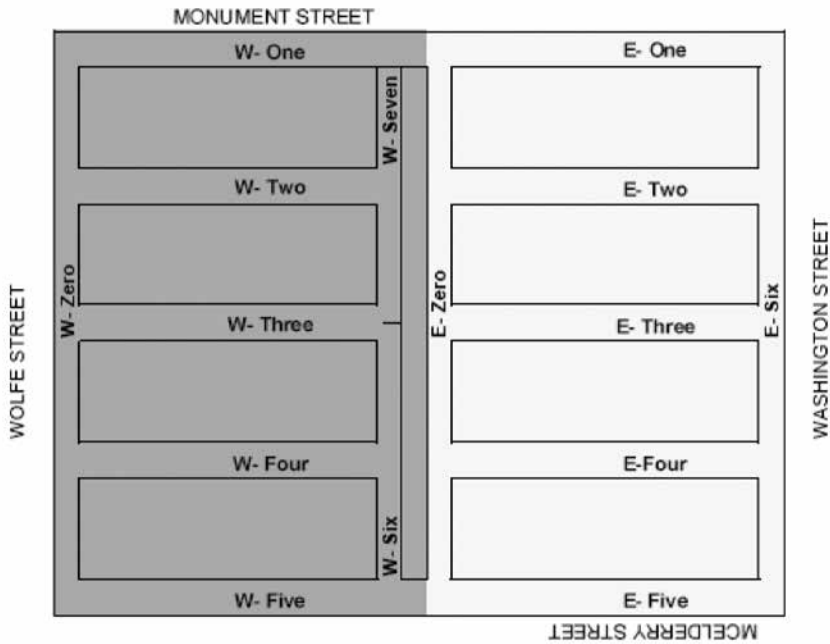
(FOR THE BLOOMBERG SCHOOL OF PUBLIC HEALTH)

Letter indicates the side of the building (East or West)

1st number represents the floor number

2nd number represents the hallway (see diagram)

3rd and 4th numbers indicates the office number



JOHNS HOPKINS FEDERAL CREDIT UNION

The mission of The Johns Hopkins Federal Credit Union (JHFCU) is to provide its members with competitive, high-quality financial services, while remaining strong, secure and reliable in its operations.

Phone: 410-955-4500
1-800-JHFCU70 (if calling outside of the Baltimore metro area)
Website: www.jhfcu.org

Branches:

East Baltimore

2027 E. Monument St.
Baltimore, MD 21287

Homewood

Room 47 Gilman Hall
Charles & 34th Streets
Baltimore, MD 21218

Bayview

5201 Alpha Commons Drive
Baltimore, MD 21224

Services include:

- Loans – Vehicle, Home and Consumer
- Accounts – Savings, Checking, Certificates, IRAs, Money Market, Educational, Holiday, and Savings Bond accounts
- Automated Services – Internet Branch, Account History, Bill Payment, Telebranch 24, ATM/Visa Check Cards, Direct Deposit/Payroll Deduction
- Extras - MAIF Insurance Premiums Financing, Motor Vehicle Certification Program, Auto/Homeowner Insurance, Online Tax Filing Accidental Death and Dismemberment Insurance, Credit Life and Disability Insurance, Notary Service, Signature Guarantee, American Express Travelers Cheques, Money Matters Newsletter, Discount Privileges

DENTON A. COOLEY CENTER

Fitness & Recreation

Director: **Sara Harman**, sharman3@jhmi.edu

Locations: 1620 McElderry Street 410-955-2513
9th Floor, 615 N. Wolfe Street 410-502-0842

E-mail: JHUCooleyCenter@aol.com

Website: www.jhucooleycenter.com/

Services Include:

- Group Exercise
- Personal training
- Wellness Center
- Intramural leagues
- Swimming Pool

THE JOHNS HOPKINS CHILD CARE AND EARLY LEARNING CENTER

Location: 98 N. Broadway
Baltimore, MD 21231
(1 1/2 blocks south of Orleans St.)

Hours: Monday through Friday
6:30 a.m. - 6:30 p.m.

Website: www.jhbright Horizons.org/

The Johns Hopkins Child Care and Early Learning Center is designed to serve full-time employees (faculty and staff), full-time day students, house staff and fellows of the Johns Hopkins University and the Johns Hopkins Hospital/Health System. All children ages 6 weeks through preschool are welcome for full-time care.

The Maryland Committee for Children also has a good website for locating childcare: http://www.md-childcare.org/mdcfc/for_parents/finding.html

PLACES TO EAT

School of Public Health

Daily Grind

2nd Floor, Wolfe Street Building (410-502-0833)

7 a.m. - 5 p.m., Monday - Friday

Garden Plate

9th Floor, Wolfe Street Building (410-955-3002)

8 a.m. - 4 p.m., Monday - Friday

<http://www.gardenplate.net/about-us.html>

Cafe

1st Floor, Hampton House (410-502-2332)

8:00 a.m. - 4:00 p.m., Monday - Friday

JHMI Campus Hospital

Cafeteria

1st Floor, Hospital

6:15 a.m. - 8:00 p.m., Daily

Subway

Located within the Hospital Cafeteria

11:00 a.m. - 3:30 p.m., Daily

Grille 601

Plaza Level, Outpatient Center (Broadway)

7:30 a.m. - 3:30 p.m., Monday- Friday

Near Campus:

Northeast Market - variety of food vendors 2 blocks east of Wolfe Street Building

7:00 a.m. - 6:00 p.m., Monday - Saturday

Atwater's @ Hopkins

855 N Wolfe Street, Suite A

8:00 a.m. - 8:00 p.m. - Monday - Friday

Note: list is not comprehensive

LIFE IN BALTIMORE

JHU Off-Campus Housing Resource - This is an official off-campus housing website provided by the University. On this site you are able to get a listing of available housing around JHU.

www.jhu.edu/~hds/offcampus

Live Baltimore - This site is a good site for someone relocating to Baltimore. It answers a lot of the real estate questions one may have about the areas in this city.

www.livebaltimore.com

Craigslist - This website is the ultimate information guide for anyone moving to a new city. It is basically online classifieds where you have the choice of defining what type of apartment you are interested in as well as the price and if you desire to have a roommate.

<http://baltimore.craigslist.org>

Sublet.com - If you are looking for short-term housing this is great site.

www.sublet.com

Maryland Apartments - This website is best for someone who is familiar with the areas in and around Baltimore. Otherwise, it is a good source for satisfying your apartment search needs.

www.marylandapartments.com

CITY GUIDES

City Paper - This website is by far the most comprehensive compilation of events, housing and classifieds specifically geared for present and future Baltimore residents.

www.citypaper.com

Hello Baltimore - You can find every tidbit about Baltimore and its attractions, jobs, weather, restaurants, real estate etc. If you are new to this area this is a great starting point to exploring Baltimore.

www.hellobaltimore.com

Exploring Baltimore - On a budget? Here you may find a listing of restaurants and inexpensive things that one might be able to do in Baltimore.

www.baltimore.to/Guide/index.html

THINGS TO DO IN BALTIMORE

Baltimore Live - This is a great website that can be used as a source for planning events with friends and family. You can also get maps and information on overnight housing.

www.baltimore.org

Fell's Point is one of the oldest areas in Baltimore. This historic town has a lot of beautiful attractions, stores, restaurants and tours. This site is ideal for someone interested in sightseeing and enjoying all the uniqueness that Baltimore has to offer.

www.fellspoint.us/

Baltimore Office of Promotion - All the information that you will need about films, art shows and other events involving the arts, are all listed here by Baltimore's Office of Promotion and the Arts. Check out this website for dates and times of upcoming events.

www.bop.org

Baltimore Symphony Orchestra - Do you like the symphony? Are you a music lover? The BSO has great concerts showing at really convenient times to spruce up your nightlife. Visit this website for more information on all the concerts BSO has to offer.

www.baltimoresymphony.org

Baltimore Museum of Art (BMA) - Enjoy great food and good art at the BMA and its restaurant, Gertrude's. Take in some live music, performances, tours and talks all for FREE! on the first Thursday of each month.

artbma.org

Walters Art Museum - This museum contains a diverse range of artwork from all over the world. Be a docent, a volunteer or a member; there are lots of events and programs made available to the public. Don't forget to take advantage of their free admission on the first Thursday of each month!

www.thewalters.org

ArtScape - This is a three-day arts festival held in July every year since 1974. There is usually plenty of food, music, sculptors, paintings, jewelry, and craft persons.

www.artscape.org

The Maryland Zoo in Baltimore - Enjoy beautiful wild life and wilderness in Baltimore. This is one of the greatest attractions in Baltimore and is a must see.

www.marylandzoo.org

NOTES

NOTES



JOHNS HOPKINS
UNIVERSITY

Bloomberg School of Public Health
615 North Wolfe Street
Baltimore, MD 21205

www.jhsph.edu